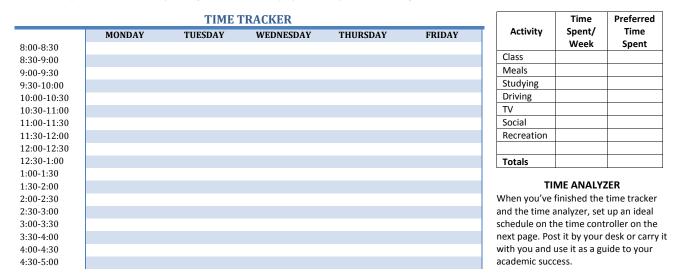
Riverland

Time Analyzer

Many students *believe* time is under control until they analyze it and discover where it is *actually* going. The first step to control time begins with keeping track of all the different activities in one week in the **time tracker**. Anything you do during the day is considered an activity for the purpose of this table.

After doing this, use the time analyzer to see how much time you spend on each activity during a week. In the activity column, add activities in the blank spaces that you do which are not already listed. In the *preferred* column, jot down how much total time you need to or would like to spend on each activity during one eek that helps you meet your academic goals.



Time Controller

Many students design college schedules like 8 hour/day jobs where they count only class and study time toward the eight hours. For example, and 8-huor day could start at 8 a.m., with one hour for lunch, and end at 5 p.m. That means that every evening and weekend can be study free.

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------------|--------|---------|-----------|----------|--------|
| 8:00-8:30 | | | | | |
| 8:30-9:00 | | | | | |
| 9:00-9:30 | | | | | |
| 9:30-10:00 | | | | | |
| 10:00-10:30 | | | | | |
| 10:30-11:00 | | | | | |
| 11:00-11:30 | | | | | |
| 11:30-12:00 | | | | | |
| 12:00-12:30 | | | | | |
| 12:30-1:00 | | | | | |
| 1:00-1:30 | | | | | |
| 1:30-2:00 | | | | | |
| 2:00-2:30 | | | | | |
| 2:30-3:00 | | | | | |
| 3:00-3:30 | | | | | |
| 3:30-4:00 | | | | | |
| 4:00-4:30 | | | | | |
| 4:30-5:00 | | | | | |
| Hours In Class | | | | | |
| Hours Studying | | | | | |
| Hours As Student | | | | | |

Adapted with permission of Dennis Congo, Certified Supplemental Instruction, University Central Florida